

R—DFAS Acquisition Services Product Line  
Special Notice  
Reference Number: RFI-DFAS-ASD

Acquisition Services Product Line Transformation Market Research /  
Request for Information

PURPOSE:

The establishment of the Defense Finance and Accounting Service (DFAS) in January 1991 was an important first step in the continuing process to improve the Department of Defense (DoD) finance and accounting operations. Prior to DFAS, DoD performed finance and accounting functions at various installations/activities using non-standard systems and procedures. Over the years DFAS consolidated from 338 offices to 26, reduced manpower by 9,200 positions, reduced systems from 324 to 65, reorganized into business line structure, and received an unqualified audit opinion on its financial statements for fiscal year 2000, 2001, and 2002.

The Office of the Undersecretary of Defense, Director, Defense Procurement established DFAS as a contracting activity on November 21, 1996. Acquisition Services Directorate provides services to all 26 DFAS locations from the following six locations: Arlington, VA, Cleveland, OH, Columbus, OH, Indianapolis, IN, Kansas City, MO, and Denver, CO.

On September 10, 2001, Secretary of Defense Rumsfeld announced that the Department of Defense would begin examination and review of the Defense Agencies to determine if functions or processes could be improved. This announcement led to the development of a DFAS Transformation Strategy. DFAS is currently developing a Transformation Strategy for the Acquisition Services product line.

This notification is part of the Transformation Strategy. It is not a solicitation for services, nor is it a request for proposal or a request for a quotation. This notification is not, in any way, a manifestation of intent to engage in any transformation strategy that will, necessarily, involve the private-sector. It is only a market survey approach to determine whether the market contains the capability to perform the functions described. No decision has been made to pursue any kind of private-sector commercial involvement. This notification is only an attempt to determine whether, at a future date, options that involve commercial involvement can be included in the list of possible transformation strategies that DFAS may consider. If, for example, at a future date a competitive sourcing were to be studied, information to support that study would be solicited at that time in accordance with the applicable regulatory and statutory requirements.

OVERVIEW OF ACQUISITION SERVICES FUNCTIONS:

While adhering to current statutory and regulatory requirements, Acquisition Services performs the following functions within DFAS:

1. Acquisition Planning Phase – responsibilities and duties include developing and/or assisting in the initial phases of planning, such as:
  - Preparation of customer mission needs statement

- Development of statement of work/requirements definition
- Funding verification and documentation review
- Life cycle costing – consideration of all hardware/software and maintenance requirements for the expected lifetime of equipment/services
- Delivery Requirements, including inspection/acceptance criteria
- Project/Contract Schedule and Milestones depicting acquisition objectives
- Acquisition Strategy (Evaluation Criteria, source selection planning, contract type, risk assessment, Justifications and Approvals)
- Pre-Solicitation Notice (FEDBIZOPPS, Request For Information, Market Research)

2. Contract Pre-Award Phase - Responsibilities and duties may include the following:

- Request for Quote/Proposal - Develop solicitation package
- Small Business Coordination (Internal ASD process to determine suitability for small business participation)
- Process Reviews - Required approvals, Pre-Award Business Clearance Memorandums, Contract Review Board, General Counsel Review, Security Requirements Review
- Post Solicitation (i.e. DFAS web site, to industry, FEDBIZOPPS)
- Evaluate proposals/quotes; participate as a non-voting member in source selection boards
- Conduct negotiations, cost/price analysis
- Determine if the Contractor is responsible (technically and financially capable)
- Review sub-contracting plans
- Prepare Congressional/award notifications for signature by the contracting officer
- Provide support to the competition advocate (e.g. statistical and market research)

3. Contract Award Phase

- Conduct debriefing of unsuccessful offerors

4. Post-Award Contract Phase

- Participate in post-award conference
- Prepare Post-Award Business Clearance Memorandums
- Conduct internal contract reviews
- Negotiate and prepare modifications for contracting officer signature
- Monitor contractor compliance, to include subcontracting plans
- Assist in the process of ratifications, claims, Freedom of Information Act request responses, disputes, protests
- Research and assist in the resolution of payment issues
- Contract termination – prepare termination documentation for contracting officer signature
- Contract closeout – prepare closeout documentation for contracting officer signature

5. ASD Acquisition Reporting Process
  - Federally mandated reporting for each contract action (DD1057s, DD350s)
  - Standard business reporting metrics
  - Ad hoc reporting
6. Administer DFAS Acquisition Policy
  - Maintain and update ASD acquisition Service Delivery Model (SDM) – define standard services and the methodology for delivering those services
  - Assist in preparing DFAS acquisition policy and operating procedures
  - Conduct Procurement Management Reviews (PMR)
  - Maintain and update DFAS Acquisitions Supplement (DAS) to include Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) changes.
  - Coordinate and track Defense Acquisition Workforce Improvement Act (DAWIA) training, certifications, waivers, and continuing education units (CEUs, Level I-III)
  - Review, process, and track acquisition related Military Interdepartmental Purchase Requests (MIPR)
  - Coordinate Contracting Officer Representative (COR) Training
  - Prepare and track contracting officer warrants for the Director of ASD
  - Update and maintain ASD emergency readiness contingency plan

7. System Administration of ASD Electronic Initiatives

These systems are used to create, issue and transmit contract actions and data.

- Technical and functional administration of Procurement Desktop-Defense (PD2) – DoD Standard Procurement System (SPS) (i.e. Electronic Data Interchange (EDI), Electronic Document Access (EDA), SPS-Interfaces)
- Liaison for e-Biz (purchase request (PR) interface to PD2) Liaison for Federal Procurement Data System (FPDS)

8. Small and Disadvantage Business Utilization Program

- Collecting and researching statistical data
- Conduct market research for the program

9. Provide Business Advising and Customer Support – Internal/External

- Receive and respond to customer inquiries on acquisition related matters

10. DFAS Charge Card Program

- a. Purchase Card

- Perform functions in support of the DFAS Purchase Card Program (i.e. account set up and maintenance, conduct compliance reviews, training, terminations, dispute resolution, delinquency management and reporting)
- Coordinate and/or process card and convenience check applications

- Provide guidance to card holders
- Advise on purchase card policy and procedures
- Coordinate with financial management office on funding issues
- Coordinate with local systems personnel for utilization and Customer Automation and Reporting Environment (CARE)

b. Travel and Fleet Card

- Perform functions in support of the DFAS Travel and Fleet Card Program (i.e. training, process applications, credit checks, account maintenance, terminations, delinquency management and reporting)
- Provide advice on travel and fleet card policy and procedures

11. ASD Administrative Support

- Process travel orders
- Report and track budget execution
- Schedule meetings and conferences
- Prepare correspondence, briefings, charts and other documentation

SYSTEMS DESCRIPTION AND REQUIRED USE: Acquisition support and services are provided utilizing e-Biz, MS Office, and the DoD mandated contract report writing system known as PD2 and FPDS.

STATUTORY AND REGULATORY REQUIREMENTS: Acquisition Services Directorate operates within current statutory and regulatory requirements outlined in the FAR, DFARS, DAS, and ASD policies and procedures.

WORKLOAD METRICS:

FY 02

Awards	772	\$219,249,538
Modifications	1,346	\$109,727,259

FY 03 (Through March 03)

Awards	214	\$61,346,610
Modifications	530	\$93,620,268

INSTRUCTIONS FOR PROVIDING INFORMATION:

When responding to this request for information contractors should address the following items in writing. Contractor responses shall be font pitch 12, font style Times New Roman, and may not exceed 20 pages. Contractor responses must be submitted via e-mail to the POC listed below. Contractor responses must be received not later than 1400 EDT on June 27, 2003.

1. Contractors should submit a brief non-binding statement indicating interest in participating, if at a future date, some transformation option involving commercial competition were to be initiated.
2. Using this RFI as a basis, provide a brief Statement of Capabilities for each of the function(s) listed below in which you have interest and that you have accomplished or participated within the last 5 years:
  - a. Functions/Sub-functions:
    - (1) Acquisition Planning
    - (2) Contract Pre-Award
    - (3) Contract Award
    - (4) Contract Post-Award
    - (5) Reporting Process
    - (6) Acquisition Policy
    - (7) System Administration Functions
    - (8) Small and Disadvantage Business Utilization Program Functions
    - (9) Customer Support
    - (10) Charge Card Program
      - (a) Purchase Card
      - (b) Travel and Fleet Card
    - (11) Administrative Support
  - b. Company overview information to include size, location(s), primary capabilities, and length of time functions/services were provided.
  - c. Identify Government agencies or industry where these functions/services were provided in the last 5 years; describe your organization structure/delivery model utilized to deliver services to the identified agency/industry; and describe the supply/service currently being procured and the complexity of contracts.
  - d. Best practices/benchmarking utilized in performing the same or like services.
  - e. Provide any associated performance metrics used to monitor progress and measure success, to include transactions processed and staffing levels for existing customers.
  - f. Current procedures for providing functions/services for existing customers.
  - g. Anticipated changes/trends in how acquisition services will be provided in the next 5 to 10 years.

## Questions

Vendors may submit questions by e-mail only to the POC indicated below. Questions must be received no later than June 10, 2003, 1400 EDT. Answers to questions will be posted on the DFAS Website at <http://www.dfas.mil/aso/contract> by June 13, 2003.

## Point of Contact

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